



Special Event Permit Application

Metropolitan Board of Parks and Recreation for Nashville Tennessee and Davidson County

Mailing Address ♦ Metro Parks Special Events ♦ PO Box 196340 Nashville TN 37219-6340

Street Address ♦ 511 Oman Street ♦ Nashville TN 37203

Phone ♦ 615-862-8400 **Fax** ♦ 615-862-8414 **Web** ♦ www.nashville.gov/parks/events.asp

Applicant Information

Applicant / Event Representative Name : _____

Organization: _____

Mailing Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Phone Numbers: Home: _____ - _____ - _____ **Cell:** _____ - _____ - _____ **Fax:** _____ - _____ - _____

Email: _____ **Event Web Site:** _____

Event On-Site Coordinator Name: _____ **Cell:** _____ - _____ - _____

Event Operations

Which Metro Park are you requesting? _____

Is there a specific area or venue within this park where you want to host your event? Provide details:

Official Name of the Event: _____

What Type of Event: ☐ Festival ☐ Concert ☐ Walk / Race ☐ Charity Benefit ☐ Wedding / Reception

☐ Picnic / Gathering ☐ Rally / Protest ☐ Other provide a description _____

Actual Event Date(s) and Hours of Operation: _____

Event Set Up Date(s) and Times: _____

Event Break Down Date(s) and anticipated time of completion: _____

Anticipated Maximum Attendance: _____ **Persons per Event Day** _____ *SEP APP1 (revised 05.2010)*



The Metro Board of Parks and Recreation does not discriminate on the basis of age, race, sex, color, national origin or disability in admission, access to, or operations of its programs, services or activities. For TTY relay service call 711. For questions, concerns, or requests regarding the Americans Disabilities Act call 615.862.8400.

Event Components

Please check all items below that apply to your event and include any additional details in the space provided.

- | | | |
|--|---|--|
| <input type="checkbox"/> Amplified Sound / PA or Audio System | <input type="checkbox"/> Beer or Alcohol served at event | <input type="checkbox"/> Booths How Many_____ |
| <input type="checkbox"/> Cooking w/ Charcoal, Propane or other | <input type="checkbox"/> Displays or Exhibits How Many_____ | <input type="checkbox"/> Portalets How Many_____ |
| <input type="checkbox"/> Fundraising Event | <input type="checkbox"/> Tents Erected How Many_____ | <input type="checkbox"/> Stage Erected size _____ |
| <input type="checkbox"/> Inflatable or Bounce Attraction | <input type="checkbox"/> Vehicles used during course of event | <input type="checkbox"/> Park Road Closure Request |
| <input type="checkbox"/> Admission Fee to enter event | <input type="checkbox"/> Entry Fee to participate in event | <input type="checkbox"/> Providing Food & Drink for free |
| <input type="checkbox"/> Alcohol / Beer sales # of vendors____ | <input type="checkbox"/> Merchandise Sales # of vendors____ | <input type="checkbox"/> Food Sales # of vendors____ |

☐ Electricity Request state requirements: amps _____ circuits_____ ☐ Will generator(s) be used to provide power? __Yes __No

☐ Water Access Request ☐ Personnel / Volunteers working your event How Many_____

☐ Have you or your organization contracted with a professional event organizer for this event? **(Provide details below)**

Yes ____ No____ If yes provide the name and contact information for this person or organization.

☐ Is there advertising or media promotion planned for this event? **(Provide details in the space below)**

☐ Other Event Details **(Please provide additional event information in the space below and include items not on the checklist above. If you require additional space include those event details on a separate sheet of paper.)**

- a) *Signing this Special Event Permit Application verifies that you have read and understand all terms and conditions from Section 2 and 2.1 of this application. Please initial items A, B & C, sign and date the application where indicated below. PLEASE INITIAL HERE _____*
- b) *The discovery of false or misleading information regarding the applicant or the described event activities on this application will result in the rejection of the application, revocation of approval of use of the park property and / or denial of future request to access park property. PLEASE INITIAL HERE _____*
- c) *Please note that there is no staking policy enforced within Centennial, Public Square and Hall Of Fame Parks. The only tents permitted at these Metro Parks venues will be frame tents that are secured with surface ballast or tents that do not require staking. Violation of this policy will result in civil action to recoup any damages to the grounds, fiber optic and / or irrigation system. PLEASE INITIAL HERE _____*

X _____

Date _____

Please keep pages 3 – 6 for your records they do not need to be returned with the event application.

- 1) **The Permit Application is due not later than ten days from initial contact with Park personnel. If approved, appropriate fees will be assessed. All base fees due must be paid within two weeks after billing but not less than 72 hours prior to the event. All fees are fully refundable if you notify Metro Parks that the event is canceled 30 days prior to proposed event date. No permit will be issued until all necessary paperwork has been completed and all fees paid.** Completed Permit Applications should be submitted to:

By Mail: Metro Parks and Recreation
Special Event Coordinator
PO Box 196340
Nashville, Tennessee 37219-6340

Faxed: 615.862.8414
Emailed: gordon.richard@nashville.gov

- 2) Applications for general park use are accepted annually on the first business day of February each year. The Board of Parks and Recreation has first priority in scheduling events in all parks and / or facilities. All dates are reserved on a first come, first served basis. Event dates are not confirmed until an event application has been received. An event permit will not be issued until all related fees have been paid.
- 3) Permits for fundraising events may only be requested by persons or organizations that hold a permit from the Tennessee Charitable Solicitations Board, bona fide educational institutions, religious organizations who have a 501(c) 3 status with the IRS and / or announced political candidates for public office.
- 4) If the event will include elements added to Park Facilities, such as staging, tents, rides, booths, etc., a certificate of insurance must be submitted with this Permit Application. The policy must be in force for the duration of the Event and be issued by an insurance company licensed to do business in Tennessee, specifying public liability and property damage insurance with a single limit of not less than one million dollars (\$1,000,000), naming the Metropolitan Government of Nashville and Davidson County as additionally insured. No permit will be issued unless this certificate has been received. The Metro Department of Insurance may require additional coverage based on the scope of the event.
- 5) The Board of Parks and Recreation prohibits the reservation of park facilities by applicants that discriminate on the basis of age, color, disability, national origin, race, religion, sex, in the admission to, access to, or operation of their programs, services, or activities.
- 6) Any changes to the event description submitted with this Permit Application must be submitted in writing to the Park Office. Any aspect of the event not fully described in the Permit Application or an addendum submitted in accordance with this paragraph will not be covered by the permit or allowed in Park facilities.
- 7) Any event that has an impact outside of the rented Park Facility will also require a Special Event Permit from the Mayor's Office of Economic and Community Development. For more information, call Marilyn Edwards at 862-6024 or contact her by email at marilyn.edwards@nashville.gov
- 8) All events held on Metro Parks property must fit within the following guidelines:
- A) The proposed activity or use of the Park must not unreasonably interfere with or detract from the general public's enjoyment of the Park.
 - B) The proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
 - C) The proposed activity or use will not include violence, crime or disorderly conduct.
 - D) The proposed activity or use will not entail extraordinary or burdensome expense or police operation by the city.
- 9) Any permit holder utilizing the services of a professional event organizer, promoter or the like must identify that person or organization in writing as per No. 5 of the Permit Application.
- 10) All special events to be held in parks requesting permission to have amplified music will be considered by the Board of Parks on a case by case basis. Each will be limited to a two hour performance time and will be monitored by a Park staff member to assure proper sound levels. The staff member shall have the right to request a lowering of sound levels, or to stop the performance if deemed absolutely necessary and in the best interest of the Parks Department and the immediate neighborhood. NOTE: Board approval is not required for Riverfront Park, Centennial Park Band Shell or Hadley Park Band Shell. See separate sheet for information specific to Riverfront Park.
- 11) Prior to but not earlier than six hours before each Event, the permit holder must perform an inspection of all Parks Facilities to be used and must report in writing to the Board of Parks and Recreation the presence of any damage or trash on the premises. All damage evident or trash remaining on the premises after the Event and not previously and specifically reported to the Board of Parks and Recreation as required in the preceding sentence will be considered to have resulted from the Event and must be rectified at the sole expense of the permit holder. Larger events may require that a representative of Metro Parks inspect the Park facilities with the event organizer. This will be determined by the Special Events Coordinator.

- 12) It is the permit holder's responsibility to return the park to the condition it was in prior to the permitted event or pay fees related to returning property to condition prior to event. Permit holders are responsible for ALL clean up after each event. The Board of Parks and Recreation reserves the right to require any permit holder of events where we determine an anticipated attendance of 1,000 or more, to post a \$500 - \$5000 deposit depending on size of event. The posting of a deposit does not relieve the Event permit holder from the responsibility for performing all clean up and correcting all damage relating to any Event. The permit holder agrees to reimburse the Board for all costs incurred in performing cleanup and repairs which, in the judgment of the Board, the permit holder has failed to perform. Cleanup and repair costs shall accrue at the rate of \$75 per man-hour. If cleanup or repair takes place on a holiday the cost shall accrue at the rate of \$100 per man-hour. These rates do not include any additional cost of cleaning supplies, basic landscaping materials and the like. The permit holder's deposit will be applied to cleanup and repair costs accruing under this paragraph. In addition, the permit holder agrees to reimburse the Board for cleanup, repair and material costs accruing under this paragraph that exceed \$500. The unused portion of a deposit, if any, will be refunded to the permit holder.
- 13) The Board of Parks and Recreation reserves the right to require permit holders to provide, at their expense, as many off-duty Park Police as the Board deems necessary to assure the safety of the public and Park Facilities. Police Officers may be hired if a sufficient number of Park Police are not available. A minimum of one (1) Park Police Officer must be hired at all times to insure the best interest of the Board is adhered to at all times. Arrangements for Park Police can be made by calling 880-3429.
- 14) Permit holders must adhere to all ordinances, rules and regulations of the Board of Parks and Recreation and the Metropolitan Government of Nashville and Davidson County. Applicants must obtain all necessary Metro Permits before a permit for Park use will be issued. Parks Special Event Coordinator will make every effort to inform Event Organizer of all related Metro Permits based on information in this application. Examples of other necessary permits include: Use and Occupancy Permit, Tent Permit, Health Department Permits, food, beverage and vending licenses, etc.
- 15) Unless permitted by the Board of Parks and Recreation, alcoholic beverages are not allowed in Park Facilities.
- 16) All signage, advertising, publicity, exhibits or displays to be used must have the prior approval of the Board of Parks and Recreation.
- 17) Absolutely no banners or flags of any kind are to be flown from Parks Facilities flagpoles
- 18) All Events must end not later than 11:00 p.m.
- 19) Appropriate park personnel and members of the Board of Parks and Recreation must be provided access to Events upon request in order to monitor Event activities and ensure compliance with ordinances, rules and regulations.
- 20) The Board of Parks and Recreation has the authority to revoke a permit upon finding a violation of any rules or ordinances or upon good cause shown.
- 21) In the event of noncompliance with any provision of these terms and conditions, the Board of Parks and Recreation may, in its sole discretion, ban any event sponsor or professional event organizer, promoter or the like from further sponsorship or promotion of any Event in Parks Facilities for a period of two years.
- 22) By submitting a Permit Application, the event organizer agrees to the following additional terms:
 - a) the event organizer will indemnify and hold harmless the Metropolitan Government of Nashville and Davidson County from any and all claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the organization's use of Parks Facilities and areas described in this Permit Application and any claims, damages, costs and attorney fees arising from any failure of the organization, its officers, employees and agents to observe applicable laws, ordinances, rules and regulations;
 - b) the event organizer assumes all risk and responsibility for any dangerous or defective conditions on the grounds of Parks Facilities, whether known or unknown;
 - c) the event organizer agrees to restore Parks Facilities to the condition prior to the Event;
 - d) his document sets forth the entire agreement of the parties;
 - e) a financial statement of the Event proceeds must be mailed within 30 days of Event to the Special Events Coordinator
 - f) the individual executing this document on behalf of the event organizer affirms that he is authorized to do so;
 - g) no modification of this document shall be valid unless in writing and signed by the Board of Parks and Recreation; and Tennessee law shall govern any dispute arising from this document, and any suit relating in any way to this document shall be brought in a court of competent jurisdiction in Davidson County, Tennessee.

In the following section 2.1: instructions, terms and conditions specific to Metro Parks within the Central Business District are defined in detail. If you have any questions or concerns regarding this section please contact Gordon Richard at 615.862.8400 or by email at gordon.richard@nashville.gov .

Section 2.1 - Special Event Application Instructions, terms and conditions specific to Parks Facilities Within the Central Business District – Including Riverfront Park, Public Square Park, Hall of Fame Park, Owen Bradley Park, Church Street Park and Commerce Center Park

- 1) The Permit Application is due not later than ten days from initial contact with Park personnel. If approved, appropriate fees will be assessed. All base fees due must be paid within two weeks after billing but not less than 72 hours prior to the event. Fifty percent (50%) of basic rental fees will be refunded if Metro Parks is notified in writing of the applicant's desire to cancel 90 days prior to the date of scheduled event. No permit will be issued until all necessary paperwork has been completed and all fees paid. Completed Permit Applications should be submitted to:

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Special Event Coordinator
PO Box 196340
Nashville, Tennessee 37219-6340

Faxed: 615.862.8414

Emailed: gordon.richard@nashville.gov
- 2) Permit Applications are considered on a first come, first served basis. Reservations will not be taken more than twelve months in advance of the proposed event. The Board of Parks and Recreation has first priority in scheduling events in all parks and/or facilities. Event dates are not confirmed until all related fees have been paid.
- 3) The areas considered for reservation in Riverfront Park are the amphitheaters at each end of the park and the entire park inclusive of the amphitheaters. Note that the parking lot, arrival court, pleasure dock, docking facilities, brick sidewalk adjacent to the arrival court, Fort Nashboro and the sidewalk east of First Avenue North are not considered part of the park. If Permit holder does not want boats docking along the deck area, they must contact Hamilton Creek Marina (862-8472) and reserve the docking area. There is a fee for reserving this area.
- 4) Unless permitted by the Board of Parks and Recreation, alcoholic beverages are not allowed in Park Facilities. If you plan to sell beer at your event, you must have approval from the Metro Park Board prior to receiving a permit from the Beer Board. The Metro Park Board meets the first Tuesday in every month. The Metropolitan Government shall assume no liability for the actions of individuals as a result of issuance of a permit to consume alcoholic beverages on Park property. The permit holder will be responsible for monitoring the behavior of individuals attending the event. The permit holder will be responsible for hiring adequate security to maintain public safety and adhere to all rules and regulations of the Metro Beer Board.
- 5) Vehicles are not to be driven or parked on the brick sidewalks at anytime. In addition, no vehicles will be allowed to remain on the ramp or deck at any time. Vehicles may be driven onto the ramp for loading and unloading but must be removed. No vehicles are permitted on any surface of Hall of Fame or Public Square Park.
- 6) All Events must end not later than 11:00 p.m. Event permit holders are responsible for ensuring that the general public leaves Parks Facilities not later than 12:00 a.m.
- 7) The Board of Parks and Recreation will seek to accommodate reasonable requests for permission to use facilities affiliated with Riverfront Park such as the stage barge "The Spirit of Nashville". The Board of Parks will not be liable to any party and the event organizer shall bear sole responsibility for the consequences of such facilities not being available as expected or as scheduled.
- 8) Permits for fundraising events may only be requested by persons or organizations that hold a permit from the Tennessee Charitable Solicitations Board, bona fide educational institutions, religious organizations who have a 501 (c) 3 status with the IRS and/or announced political candidates for public office.
- 9) If the Event will include elements added to Park Facilities, such as staging, tents, rides, booths, etc., a certificate of insurance must be submitted with this Permit Application. The policy must be in force for the duration of the Event and be issued by an insurance company licensed to do business in Tennessee, specifying public liability and property damage insurance with a single limit of not less than one million dollars (\$1,000,000), naming the Metropolitan Government of Nashville and Davidson County as additionally insured. No permit will be issued unless this certificate has been received. If alcoholic beverages will be available at the event, an **additional** one million dollars (\$1,000,000) of liquor liability insurance is required. The Metro Department of Insurance may require additional coverage based on the scope of the event.
- 10) Any changes to the Event description submitted with this Permit Application must be submitted in writing to the Park Office. Any aspect of the Event not fully described in the Permit Application or an addendum submitted in accordance with this paragraph will not be covered by the permit or allowed in Park Facilities.
- 11) Any event that has an impact outside of the rented Park Facility will also require a Special Event Permit from the Mayor's Office of Economic and Community Development. For more information call Marilyn Edwards at 862-6024 or by email at marilyn.edwards@nashville.gov
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 - c) The proposed activity or use will not include violence, crime or disorderly conduct.
 - d) The proposed activity or use will not entail extraordinary or burdensome expense or police operation by the city.

- 13) Any permit holder utilizing the services of a professional event organizer, promoter or the like must identify that person or organization in writing as indicated on the Permit Application.
- 14) The Board of Parks and Recreation prohibits the reservation of park facilities by applicants that discriminate on the basis of age, color, disability, national origin, race, religion sex, in the admission to, access to, or operation of their programs, services, or activities.
- 15) Amplified sounds must not exceed levels deemed acceptable to Board of Parks and Recreation staff. Appropriate Park personnel will have the authority to require the lowering of sound levels and/or direction of any speakers.

Section 3 – Metro Parks Special Events – Fee Schedule

Revised February 01, 2010

Each January the Metro Board of Parks and Recreation revises the fee schedule. All fee revisions will go into effect on February 01, of each year. Events scheduled to occur on or after February 01, of that calendar year will be subject to these fee revisions regardless of when the application was submitted for your event.

	Rates for Davidson County Residents	Rates for Non Residents
<u>CENTENNIAL PARK</u>		
Event Shelter	\$110	\$121
Band Shell	\$302.50	\$310
Sunken Garden (3 hour rate + \$50 ea additional hour)	\$220	\$242
Rose Arbors (3 hour rate + \$50 ea additional hour)	\$220	\$242
Green Space	\$165	\$181.50
Parthenon Lawn	\$330	\$360
Front Lawn	\$330	\$360
Picnic Pavilion	\$27.50 ½ day \$55 full day	\$38.50 ½ day \$77 full day
<u>Central Business District PARKS & FEES -</u>		
RIVERFRONT PARK	\$1375	\$1512.5
HALL OF FAME PARK (up to 4 hours or over 4 hours)	\$250 / \$500	\$275 / \$550
PUBLIC SQUARE PARK (up to 4 hours or over 4 hours)	\$250 / \$500	\$275 / \$550
OWEN BRADLEY PARK (up to 4 hours or over 4 hours)	\$250 / \$500	\$275 / \$550
CHURCH STREET PARK	\$27.50 / \$110 (for event with tents or amplification request)	\$30.25 / \$121 (event with tents / amplification request)
COMMERCE STREET PARK	\$27.50 / \$110 (for event with tents or amplification request)	\$30.25 / \$121 (event with tents / amplification request)
CBD food, drink or merchandise sales	\$550 per event day	\$605 per event day
CBD alcohol sales	\$550 ped	\$605 ped
CBD events that charge an admission fee	\$880 ped	\$968 ped

OTHER PARK FEES

SHOWMOBILE (for 1 to 10 hours/ \$75 per hour over 10 hours)	\$550 / or \$1200 for 24 hours	\$600 / or \$1320 for 24 hours
Hadley Park Band Shell	\$165	\$181
Road Closure Request	\$50	\$50
Barge Fee (supervised staging)	\$450	\$495
Green Space	\$165	\$181.50
Sales of food or merchandise	\$385	\$407
Event with an admission fee	\$275	\$302.50
Event with an entry fee to participate or vend	\$165	\$181.50
Band Shell events that have an admission fee or food & merch vending	\$330	\$363
Dockage at RP B dock – per vessel load & unload	\$150	\$165
Dockage at RP B dock – 800 ft full dock per day	\$500	\$550
Dockage at A dock – 350 ft. full dock per day	\$300	\$330
Dockage at T dock – 375 ft. full dock per day	\$325	\$358
Photo & video permit per day	\$125	\$137.50
Photo & video permit Commercial use	\$250 per month	\$275 per month

Supervised Staking for Parks that have a NO STAKING Policy

\$1000

\$1100

For additional information related to fees for events within Davidson County Metro Parks please contact Gordon Richard at 615.862.8400 or by email at gordon.richard@nashville.gov.



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